

IMPLEMENTATION OF MORATORIUM ON PURCHASE OF FILING CABINETS

I. History and Background

1. President's interest as item of overall economy and efficiency.
2. President *Budget Message* personally prepared letter to GSA.
3. Government purchases amounted to over 100,000 units per year.
4. Previous moratorium in 1951 brought about significant results.
5. Congressional interest in paperwork economy--Congressman Olsen.

II. Effect of Directive on Use

1. Includes all types of correspondence cabinets.
2. Moratorium will be enforced--GSA has returned over 1,100 requisitions.
3. State Department has issued strong directive to Headquarters and Overseas.
4. What should we do. See Notice.
5. Why should we do anything--we destroyed over 30,000 cu. ft. last year and retired over 15,000 cu. ft. but our Headquarters growth was over 30,000 cu. ft. (See Chart) *and also Record Control Unit*

III. How Can We Implement the Moratorium

1. Use Records Control Schedules--inspect for compliance on retirement and destruction. Make spot checks of file areas with custodians; open file drawers.
2. Update Records Control Schedules that are more than two years old--reduce retention periods to a minimum.
3. Carry on an active File Cleanup Campaign--OCR recently was successful in eliminating 2,400 cu. ft. of records and returning 38 pieces of filing equipment to stock. *Handwritten: Campaign to reduce file volume*
4. Use more Shelf Filing--space savings of about 40% possible.
5. Inspect Vault and Secure areas. Remove safes and filing cabinets and return to stock; substitute shelf filing equipment.

6. Control use of Reproduction equipment. Last year over 38 million pieces of paper were created by "quick" copy reproduction equipment.
7. Control Creation through Correspondence Management--over 8 million pieces of paper created annually.
8. Control Creation through Reports Management -- 12 million pieces of paper created annually.
9. Control Creation of Forms--over 50 million pieces of paper created annually.
10. Use Security Check Sheets to determine if safes are currently needed--are safes being used more than once per file drawer per month?
11. Make an up-to-date inventory of filing equipment--adjust the inventory within your offices.

12. Your Share-

13. Report

14. I am making follow-up with you. - Do you want me to consult with your superior?